

20 June 1978

Records Review Procedure

Rescinded 79-  
by CRP 22  
RRP 78-30

USE OF RRB REVIEWING AIDS AT NARS

1. The rapid and efficient review of CIA documents and information at the Washington National Records Center and the National Archives will be furthered by the availability at those locations of RRB reviewing aids such as name lists and Records Review Procedures.

2. RRB review aids classified through Secret may be hand-carried to the WNRC and National Archives by Branch personnel not designated as official couriers provided that such materials are wrapped, sealed, and stamped in accordance with the provisions of

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3. Review aids are to be used only in the secure work areas of the NARS Records Declassification Division (NND). Because of sensitivity, name lists should be securely stored when not in use by RRB personnel. The designated RRB team leader will arrange with the senior staff of NND for secure daily and overnight storage as may be required for RRB review aids.

4. The designated RRB team leader will be responsible for logging out and in with Judi or Jan any aids used during the period of the team assignment.



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